

**IDAHO HEATING, VENTILATION AND  
AIR CONDITIONING BOARD MEETING**

**Wednesday – March 10, 2021 – 9:30 a.m. (MST)**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d’Alene  
155 North Maple Street, Blackfoot**

**MINUTES OF THE MARCH 10, 2021 IDAHO HVAC BOARD MEETING**

**NOTE:** The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Chairman Ted Sermon called the meeting to order at 9:30 a.m. (MST)

**Board Members Present:**

Ted Sermon, Chairman  
Bill Carter, Vice-Chairman  
Judy Van Cleave  
Mike LaPray  
Mark Ferm  
Garret Christoffersen

**DBS Staff Members Present:**

Ron Whitney, Administrator  
Spencer Holm, Deputy Attorney General-Telecon.  
Michael Hyde, HVAC Program Manager  
Mike Paschall, Regional Supervisor, Region 1  
Josh Nyman, Regional Supervisor, Region 3  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to discuss under open forum.

◆ **Approval of the March 10, 2021 Agenda and January 13, 2021 Meeting Minutes**

**MOTION:** Bill Carter made a motion to approve the agenda as presented and minutes as written. Judy Van Cleave seconded. All in favor, motion carried.

◆ **New HVAC Apprenticeship Program: Charter College**

Charter College has requested the Board and Career-Technical Education (CTE) approve its HVAC apprenticeship training program. Included in the packet was a detailed program outline, course descriptions, and a cross-walk between their curriculum/courses and Idaho Performance Standards. Having reviewed the program, HVAC Program Manager Michael Hyde and CTE Program Quality Manager Chet Andes came up with the following subjects the College needs to address: 1) Sheetmetal construction and installation, 2) Geothermal systems and design, and 3) Idaho statutes and rules.

Chairman Sermon requested, and Representatives from Charter College agreed to, include in their requirements that students be registered as an HVAC apprentice with the state of Idaho and seek employment with a licensed Idaho HVAC contractor.

Liking the concept, Vice-Chairman Bill Carter stated the following areas need more refinement: 1) Add/alter topics; i.e., code classes, 2) Define location, 3) Qualified lab space, and 4) Lab experience counting towards overall time. The HVAC Program Manager and Mr. Andes will work with the College to address the items of concern; presenting the resolutions to the May 2021 board meeting.

**ACTION:** DBS and CTE will contact Charter College to address all concerns mentioned above.

**ACTION:** The topic *New HVAC Apprenticeship Program: Charter College* will be added to the agenda as an action item for the May 12, 2021 board meeting.

◆ **Election of Officers**

Idaho Code § 54-5004 (4) “Idaho heating, ventilation and air conditioning board” states in part, “... At the board's first meeting, and every two (2) years thereafter, the members shall elect one (1) of their number to be chairman and one (1) of their number to be vice-chairman.”

**MOTION:** Judy Van Cleave made a motion to re-elect Ted Sermon as chairman and Bill Carter as vice-chairman. Garret Christoffersen seconded. All in favor, motion carried.

◆ **Out-of-State Modular Buildings Manufacturers and HVAC Licenses**

Markus Alley, Northwest Building Systems and Factory Built Structures Advisory Board Chairman, stated the issue he has is the state of Idaho requires Idaho manufacturing plants to use licensed tradesmen for the installation of electrical, HVAC and plumbing. However, there are other states shipping units into Idaho that do not have modular programs, nor are required to use licensed individuals when constructing their modular buildings. Although Idaho cannot regulate what is brought into the state, the Division does perform plan reviews for those states, and the units are inspected by a certified third-party inspector prior to entry into Idaho.

Chairman Sermon asked DBS to create a meeting with the chairmen of the seven boards to discuss this issue.

**ACTION:** The Division will generate a meeting with the seven board chairmen and staff on the topic *Out-of-State Modular Buildings Manufacturers and HVAC Licenses*.

◆ **High School and Trades**

It was suggested board members, DBS staff, and others in the trades (HVAC, electrical and plumbing) go to high schools in their respective areas and discuss the advantages of working in the trades, as well as getting a degree. Upon further discussion, the HVAC Program Manager agreed to gather a list of high schools; contacting them to obtain permission to come and talk to the students. It was also suggested to participate at future job fairs at the schools.

**ACTION:** The HVAC Program Manager will contact high schools throughout the state of Idaho and request assembling students to discuss the benefits of the HVAC, electrical and plumbing trades.

◆ **Definition of Conditioned Space: IECC**

At the February 2021 Idaho Building Code Board (IBCB) meeting, an issue was brought up with regard to adding supplemental heat to a garage and would the space become a conditioned space in which it would have to be insulated to the building envelope. Currently, no amendments exist; therefore, a heating unit installed in a garage is considered conditioned space by the energy code. Idaho Energy Code Circuit Rider Dave Freelove presented a proposal to amend the energy code by adding exceptions to R402.1 (new construction) and R503.2 (existing structures) for attached or detached garages. It was suggested redefining the definition of “conditioned space” in the energy code; however, the IBCB did not see the need as it is not truly conditioning to 75 degrees but rather supplemental heat.

Unable to attend today's meeting, HVAC Program Manager Hyde will ask Mr. Freelove to attend the May 2021 HVAC Board meeting with calculations. Board Members Mark Ferm and Judy Van Cleave offered to attend the April 13, 2021 Idaho Building Code Board meeting.

**ACTION:** For the May 2021 HVAC Board meeting, the HVAC Program Manager will invite Idaho Energy Circuit Rider Freelove to come and discuss his proposals and calculations.

**ACTION:** Board Members Ferm and Van Cleave will attend the April 2021 meeting of the Idaho Building Code Board.

**ACTION:** The topic *Definition of Conditioned Space: IECC* will be placed on the May 2021 agenda as an informational item.

◆ **Apprentice CEU Update**

Currently, ten Continuing Education Unit (CEU) providers and their courses have been approved, eight of which are online. CE Broker has offered to contact, free of charge, national CEU providers to see if they have any HVAC courses they would like to submit for approval. CEU requirements become effective July 1, 2021. Any apprentice whose registration expires July 31, 2021 and does not have proof of completion of school or enrollment will have to submit eight hours of continuing education. Determining the commencement date does not provide enough notice to apprentices, the Chairman pushed the date back to December 31, 2021.

HVAC Program Manager Hyde will reach out to the schools and gather enrollment rosters; comparing them to the apprentices registered with DBS.

**ACTION:** The HVAC Program Manager will request enrollment rosters from the schools.

◆ **Program Manager Report**

2018 Significant Code Update Training – In the upcoming months, staff will travel throughout the state of Idaho to present a four-hour course on 2018 code update changes. Emails and flyers have been sent to all HVAC contractors. No fees or sign-ups required, and local inspectors are invited. It will be preferred provider approved through International Code Council for any inspectors with mechanical certifications. The HVAC Program Manager is working to have the training approved for apprentices as part of the requirements of CEUs.

Permit Activity Report – A graph of permit activity in the state's jurisdiction was provided in the packet. The number of permits issued in February of the following years were: 2019–484, 2020–525, and 2021–682. The total permit activity for year 2020 versus 2019, was up ten percent despite Covid. For the first two months of 2021, permit activity was up 17 percent over 2020, and up 27 percent from two years ago.

NOV Activity Report – From October 10, 2020 through March 2, 2021, there were 384 cases issued, and from the January 2021 board meeting to today, 114 violations. Most were warnings for failure to permit, pay fee or request inspection. Board Member Garret Christoffersen questioned the status of one company in north Idaho with 32 violations and 21 warnings. In February 2021, the Division issued a Notice of Violation for gross violation and a maximum fine of \$1,000 to the company.

Journeyman First Exam Attempts Report – Two reports were provided in the packet. The 2012 code cycle for 2021 by school and 2018 code cycle for 2021 by school. In February 2021, six individuals took the 2012 exam with two passing, and four apprentices took the 2018 exam, three of which passed. Currently, there is no time frame or limitation to test.

◆ **Administrator Report**

Division of Occupational and Professional Licenses (DOPL) Legislation – Senate bills 1024, 1026, and 1056, relative to the new DOPL, have made it through the Senate. They will now go to the House Business Committee and then to the House floor for approval. All three pieces of legislation have had very little resistance.

Luma Project – This new system will be utilized by all state agencies for statewide unification in budget planning, financial management, procurement, payroll and human capital management. When asked, monies will go into a general fund; however, there will be no co-mingling of funds as each board will continue to have its own fund.

DOPL – With the merging of the Division into DOPL, board members had the following concerns: 1) Revenue, 2) Personnel and the “for now” definition, 3) Cost savings versus cost of changes, and 4) Goal of DOPL and measurements to achieve it. Wanting to meet each DBS employee, Zoom meetings have been scheduled with DOPL Administrator Russ Barron. HVAC Program Manager offered to address any questions the Board might have at his meeting with Administrator Barron on March 19, 2021. After consideration, it was decided to go through the chain of command and have Administrator Ron Whitney meet with DOPL Section Chief MiChell Bird to ask questions from the Board.

**ACTION:** Administrator Whitney will address the Board’s questions with DOPL Section Chief Bird.

◆ **Financial Report**

Administrator Ron Whitney reviewed the Board’s projected revenue for year end, projected year end expenditures, and projected year end available cash, which is the Board’s reserve account.

◆ **Adjournment**

**MOTION:** Mark Ferm made a motion to adjourn the meeting. Bill Carter seconded.

The meeting adjourned at 12:19 p.m. (MST).

\_\_\_\_\_  
TED SERMON, CHAIRMAN  
HEATING, VENTILATION AND  
AIR CONDITIONING BOARD

\_\_\_\_\_  
RON WHITNEY, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE